

Constitution, By-Laws and Rules of Order

OF THE



BOSTON :

WILKINS & CO., PRINTERS, 52 PURCHASE STREET.

1892.

CONSTITUTION, BY-LAWS
AND
RULES OF ORDER
OF THE
BOSTON
Terra-Novian Association.

Instituted June 24, 1865.

Chartered May 15, 1876.



BOSTON :
PRESS OF C. W. CALKINS & CO.,
52 PURCHASE STREET.
1892.

Commonwealth of Massachusetts.

BE IT KNOWN That, *Whereas*, John J. Hanley, Thomas Brown, John P. McCormick, Patrick F. Bolger, Michael J. Renison, Michael J. Mulcahy, James J. Rawlins, Joseph P. Murphy, Robert J. Druhan and Charles A. Powers have associated themselves with the intention of forming a corporation under the name of the BOSTON TERRA-NOVIAN ASSOCIATION, for the purpose of the promotion of friendship, unity and true Christian charity among the members thereof, and for raising and maintaining a fund for sick and infirm—and aiding in their proper burial—deceased members, with a capital of an amount not established, nor divided into shares, and have complied with the provisions of the statutes of this Commonwealth, in such case made and provided, as appears from the certificate of the President, Treasurer and Directors of said Corporation, duly approved by the Commissioner of Corporations, as recorded in this office.

NOW, THEREFORE, I, Henry B. Peirce, Secretary of the Commonwealth of Massachusetts, DO HEREBY CERTIFY that said J. J. Hanley, T. Brown, J. P. McCormick, P. F. Bolger, M. J. Renison, M. J. Mulcahy, J. J. Rawlins, J. P. Murphy, R. J. Druhan and C. A. Powers, their associates and successors, are legally organized and established as, and are hereby made an existing Corporation under the name of, the Boston Terra-Novian Association, with the powers, rights and privileges, and subject to the limitations, duties and restrictions which by law appertain thereto.

Witness my official signature, hereunto subscribed, and the Seal of the Commonwealth of Massachusetts, hereunto affixed, this fifteenth day of May, in the year of our Lord, one thousand eight hundred and seventy-six.

HENRY B. PEIRCE,
Secretary of the Commonwealth.

CONSTITUTION.

ARTICLE I.

NAME.

This Association shall be known as the BOSTON TERRA-NOVIAN ASSOCIATION, and shall be located in Boston.

ARTICLE II.

MEMBERSHIP.

Male persons between eighteen and forty-five years possessing a character for integrity, and who are in general good health, shall be eligible to membership, and none others; provided, however, that persons above the age of forty-five may be admitted as honorary members, subject to such By-Laws as may hereinafter be enacted.

ARTICLE III.

OFFICERS.

The officers of this Association shall consist of a President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, Board of three Trustees (of which the Treasurer shall be one,

ex-officio), Investigating Committee of three members, Visiting Committee of seven members, and Sergeant-at-Arms, all of whom together shall constitute the government of the Association.

The officers shall be elected annually, at the last regular meeting in December of each year, by ballot; and when any office becomes vacant by death or otherwise, an election shall take place at the next monthly meeting for the purpose of filling such vacancy.

ARTICLE IV.

DUTIES OF OFFICERS.

SECTION 1. It shall be the duty of the President to preside at all meetings of the Association and government; state, and put all questions that may come properly before him to the meeting; decide upon all questions of order, subject to an appeal to the meeting; call meetings of the government whenever he may think the interests of the Association require it, and meetings of the Association upon the written requisition of any twelve members thereof, the object of said meeting to be set forth in the requisition; and perform such other duties as may be required of him by the Constitution and By-Laws.

SEC. 2. It shall be the duty of the Vice-President to preside at all meetings of the Association in the absence of the President, and to perform all other duties incumbent on the President.

SEC. 3. It shall be the duty of the Secretary to keep a fair and correct record of all the transactions of the Association and government, register the name, age and residence of each member, notify candidates of their election, notify members of all meetings of the Association, when properly authorized to do so, and notify the Chairman of the Investigating Committee of all applications for membership which the Association may reject; he shall, in the absence of the President and Vice-President, call the meeting to order and request it to elect a Chairman *pro tem*, and perform such other duties as may be required of him.

SEC. 4. It shall be the duty of the Treasurer to take charge of the funds of the Association, pay all bills when properly approved, and keep a correct account of the receipts and disbursements of the funds committed to his care; and he shall report quarterly, or sooner if required.

SEC. 5. It shall be the duty of the Board of Trustees to deposit, or cause to be deposited, all sums of money belonging to the Association over fifty dollars in any savings bank located in Boston. No money thus deposited shall be withdrawn, except by a two-thirds vote of the members present and voting therefor.

SEC. 6. It shall be the duty of the Financial Secretary to keep true and just accounts between the Association and its members, credit the amount

paid, and pay the same over to the Treasurer immediately, taking his receipt therefor, and report at each meeting the amount of money received, and the same shall be entered on the records. He shall furnish the Chairman of the Visiting Committee with the name and residence of every member reported sick, whether such member is entitled to benefits, and perform such other duties as may be required of him.

SEC. 7. It shall be the duty of the Investigating Committee to examine and report upon the eligibility and character of all applicants for membership, examine and audit all accounts of the Financial Secretary and Treasurer, and report quarterly, or sooner if required; examine, and if found correct, approve all bills against the Association. They shall also examine all charges submitted to them against members, and if in their opinion such charges are sustained, shall report thereon to the Association at the first regular meeting thereafter. They shall have charge of all property belonging to the Association not otherwise provided for.

SEC. 8. It shall be the duty of the Visiting Committee, on the notification of the Financial Secretary, to visit sick members, and if they are entitled to benefits, the Chairman of said Committee shall procure an order from the President, attested by the Financial Secretary, for the amount necessary, and see that it is paid, and report to

the Association at the next regular meeting. All arrears for dues and assessments shall be deducted from the first weekly payment.

SEC. 9. It shall be the duty of the Sergeant-at-Arms to be present at all meetings, take charge of the door, allow no one to enter except members of the Association, and assist the presiding officer in the preservation of order.

ARTICLE V.

PROPOSITION FOR MEMBERSHIP.

SECTION 1. The name of a candidate for admission must be proposed in writing, stating age, residence and business, which must be entered on the records and returned to the Investigating Committee for investigation, who shall report in writing, and if they report favorably, the candidate shall be balloted for, and if three-fourths of the votes cast be in favor thereof, he shall be declared elected, and shall become a member by paying the admission fee, and signing the Constitution and By-Laws, thereby agreeing to support the same and paying all legal demands against him, as long as he remains a member. All candidates must be recommended by two members. Any person gaining admission through fraud or misrepresentation shall be liable to expulsion.

SEC. 2. Previous to a member's name being enrolled, he shall give his assent to the following

questions: What is your age? Are you free from constitutional disease? Do you promise to faithfully observe and support the Constitution, By-Laws and Rules of Order of this Association, which are now or may be hereafter enacted? Do you furthermore promise that you will not wrong or defraud the Association in any manner whatsoever, but will always try to promote the harmony and advance the interests of this Association? Do you pledge your word of honor that the answers you have given are true, and that you are sincere in the promises you have made to the Association?

SEC. 3. The admission fee to this Association shall be five dollars, two dollars to accompany proposition and three dollars at time of signing Constitution. The monthly dues shall be twenty-five cents per month. Members shall also be subject to such other assessments as may be deemed necessary by the Association.

ARTICLE VI.

BENEFITS.

SECTION 1. Members must be in full membership six months before they are entitled to benefits.

SEC. 2. In case of sickness or disability, a beneficial member, who is not at the commencement of such sickness or disability more than four months in arrears for dues or assessment, and is

prevented in consequence of such sickness or disability from gaining a livelihood, shall be entitled to and receive weekly the sum of five dollars, *provided* such sickness or disability is not brought on by his own improper conduct; and *provided further*, that no more than twelve weeks benefits shall be paid on any one continuous sickness, or in any one year, and in no case shall benefits be allowed for the first week's sickness.

SEC. 3. On the death of any beneficial member, his wife or heirs shall be entitled to the sum of fifty dollars, less the amount of his indebtedness to this Association. In the absence of competent relatives, the Visiting Committee shall take charge of the funeral, and report the expenses of the same at the next regular meeting of the Association, the said expenses not to exceed the sum of fifty dollars.

SEC. 4. When a member residing in Boston or its immediate vicinity becomes sick or disabled, he shall notify the Financial Secretary thereof, stating his place of residence, and the nature of his illness. A member residing at a distance of five miles or more, on becoming sick, shall, within two weeks thereafter, send the Financial Secretary notice thereof, a statement of his illness to accompany said notification, and shall continue to serve such notice once in every two weeks thereafter. All such notices must have the signature of the attending physician.

SEC. 5. All dues or assessments become due and payable on or before the last meeting of the month in which they accrue, and any member allowing his account to remain in arrears for a period of four months shall not be entitled to sick benefits for three months after paying all arrearages.

SEC. 6. Any member owing six months for dues or assessments, shall, without further notice, cease to be a member; but such person may be readmitted to membership by paying all arrearages (as if he had all the time been in good standing), and by being regularly proposed and receiving a two-thirds vote of the members present and voting.

ARTICLE VII.

FUNDS.

SECTION 1. The standing fund of this Association shall be *fifteen hundred dollars*, and when upon the decease of any beneficial member it shall be less than that amount, there shall be levied upon each member an assessment of not more than one dollar, the same to be added to the funds of the Association.

SEC. 2. No money shall be taken from the funds for the purpose of procuring badges, regalia, or other ornamental fixtures, or for any other purposes than those laid down in Article VI. (except the benefits and expenses of committees in the discharge of assigned duties, and for paying the

current expenses of the Association,) without first having received a two-thirds vote of the members present and voting therefor.

ARTICLE VIII.

QUORUM.

Twelve members shall constitute a quorum for the transaction of business.

ARTICLE IX.

IRRELEVANT SUBJECTS.

No subject foreign to the purposes of this Association shall be introduced at any of its meetings. No political or religious discussions shall be tolerated. Any member transgressing this Article shall be liable to expulsion.

ARTICLE X.

DUPATION OF ORGANIZATION.

This Association shall continue its organization as long as twelve members are willing to sustain it. Should the members at any one time be reduced to less than that number, they can, if so disposed, dissolve it, and divide the property as they may see fit.

ARTICLE XI.

BY-LAWS.

This Association shall have power to make such By-Laws and Rules of Order as shall not contravene this Constitution.

CONSTITUTION.

ARTICLE XII.

AMENDMENTS.

This Constitution shall not be altered or amended except at a regular meeting, and the proposition to amend shall lie upon the table two meetings, when, if two-thirds of the members present and voting are in favor thereof, it shall be adopted; *provided, however,* that Articles I. and IX. shall not be altered or amended as long as the Association shall exist.

BY-LAWS.

ARTICLE I.

SECTION 1. This Association shall meet at least once in each month, on such evenings as shall from time to time be agreed upon. The hour of meeting shall be eight o'clock.

SEC. 2. After the meeting is opened, the business shall be conducted in the following order :

1. Calling the roll of officers at monthly meetings.
2. Reading the records of last meeting.
3. Propositions for membership.
4. Reports of Investigating Committee on candidates.
5. Balloting for candidates and initiation.
6. Reception and disposal of communications and bills.
7. Report of Visiting Committee.
8. Reports of Investigating Committee and officers.
9. Reports of Special Committees.
10. Unfinished and deferred business
11. New business.

12. Report from Financial Secretary of amount of money collected.

This Order of Business may be changed for any special purpose by a majority vote.

ARTICLE II.

HONORARY MEMBERS.

Persons over forty-five years of age, of good moral character, when regularly proposed and balloted for, shall, if elected, be admitted as honorary members by paying an admission fee of one dollar. They shall be free from all assessments, and shall not be entitled to benefits.

ARTICLE III.

ELECTION OF OFFICERS.

At the last regular meeting in November there shall be appointed by nomination at large a committee of five, whose duty it shall be to nominate a candidate or candidates for each office, and report at the first regular meeting in December. When the report of the committee has been accepted, the President shall appoint a committee of three, whose duty it shall be to superintend the election, and announce the result of the ballots.

ARTICLE IV.

BALLOTING.

SECTION 1. In balloting for members the ballot-box shall be placed in full view of the President.

and shall be examined by the President and Vice-President. Members voting shall come forward singly and deposit their ballots.

SEC. 2. All candidates must come forward and sign the Constitution, etc., within three months after they have been notified of their election.

ARTICLE V.

BY-LAWS.

The Financial Secretary and the Treasurer shall each receive twelve dollars per year; the Recording Secretary and the Chairman of Visiting Committee six dollars each per year for their services.

ARTICLE VI.

PENALTIES.

SECTION 1. Any member who shall knowingly propose an unworthy character or characters for membership, maliciously bring charges against a brother member which he is unable to prove, be found guilty of imposing on the Association by feigning sickness or disability, or in any way attempt to injure the standing of the Association, or be found guilty of any heinous offence against the laws of the land, shall either be fined, suspended, reprimanded or expelled, as the Association after due consideration of the subject may determine.

SEC. 2. Suspended members must at the time of reinstatement pay the amount standing against

their names at the time of suspension, together with the sum they would have been indebted had they not been suspended.

SEC. 3. It shall be the imperative duty of the President to enforce all penalties on every member who renders himself liable to any of them, unless he is properly excused.

ARTICLE VII.

AMENDMENTS.

No part of these By-Laws shall be repealed, altered or amended, unless a proposal for the same is presented in writing to the Association, at least two weeks previous to action being taken thereon, when if two-thirds of the members present and voting are in favor of the same, it shall be adopted. To meet any peculiar case, however, it shall be in the power of the Association to suspend any Article of these By-Laws, by a two-thirds vote of the members present and voting, but such suspension shall not extend beyond the case in which such vote of suspension may be required.

RULES OF ORDER.

1. All meetings of the Association shall be called to order within fifteen minutes of the time specified.

2. The presiding officer shall decide all questions of order without debate, subject to an appeal to the Association. He shall state every question coming before the Association, and shall ask "Are the members ready for the question?" If no member rises to speak, the presiding officer shall proceed to put the question. After he has risen, no member shall be permitted to speak upon it. When the presiding officer is addressing the Association or putting a question, silence should be observed.

3. Every member when about to speak or make a motion shall rise and address the Chair, confine himself to the question under debate, avoid personalities, and take his seat when he is done speaking, and no motion or remarks shall be in order unless the member offering them shall first rise and address the Chair.

4. No member shall be interrupted while speaking, unless by a call to order or a correction.

5. No member shall speak more than twice, nor longer than ten minutes at a time, on any question or motion, except by permission of a majority of the members present, unless it is to make corrections.

6. No motion shall be subject to debate until it shall have been seconded and stated from the Chair. Any member making a motion shall reduce it to writing, at the request of the presiding officer.

7. When a question is before the Association, the only motions in order shall be: 1st to adjourn; 2d to lay on the table; 3d the previous question; 4th to postpone indefinitely; 5th to postpone to a definite period; 6th to refer; 7th to divide, if the sense will admit of it; 8th to amend; to take precedence as herein arranged. The first three to be decided without debate.

8. When a motion has been carried, it shall be in order for any member to move a reconsideration at the same or next regular meeting, and if such motion is carried, the original motion shall lay over as a special order for the next meeting thereafter, and when a motion for reconsideration has been decided, such decision shall be final.

9. When a blank is to be filled, the question shall be first taken on the highest number and longest time proposed.

10. When a vote is taken, any member may call for a count, when the Secretary shall count and

announce the vote, and shall enter the result on the minutes.

11. A majority calling for the yeas and nays, they shall be ordered by the presiding officer, and recorded on the minutes, and every member present shall vote, unless excused by a vote of the Association. When a member wishes to refuse, he shall briefly state the reason, when it shall be decided without debate.

12. Members shall keep their seats until the presiding officer has declared the meeting adjourned.

13. These Rules may at any time be suspended by a two-thirds vote of the members present.

14. In points of order, or questions of privileges that may arise not herein specified in these Rules of Order, "Cushing's Manual" shall be the guide of this Association, and its decisions shall in all cases be final.

